

CHAPTER 20 - OVERHEAD and TEAMS

Personnel must be requested by the description found in the Wildland Fire Incident Management Field Guide, PMS 210, <https://www.nwcg.gov/publications/210> the National Incident Management System (NIMS) Wildland Fire Qualification System Guide, PMS 310-1, NFES 001414 or other agency approved qualifications guides.

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) POSITIONS (NMG, Ch. 20)

Overhead Positions listed in the National Incident Management System (NIMS) Wildland Fire Qualification System Guide, PMS 310-1.

This document is located at: <https://www.nwcg.gov/publications/310-1>

The Incident Qualifications and Certification System (IQCS) is an information management system that tracks training and certifications for Wildland Firefighters. For a complete list of all IQCS recognized Position Codes, refer to the Position Codes link at the following web site: <https://iqcs.nwcg.gov/>

OVERHEAD MOBILIZATION AND DEMOBILIZATION (NMG, Ch. 20)

Eastern Area Coordination Center will ensure that all resource mobilization activities will be conducted with a high regard for safety and cost effectiveness. Dispatch Centers within the Eastern Area will fill orders from the best, most logical source available. This choice will be made on the basis of urgency or need, availability, delivery time, cost effectiveness, closest forces concept and above all, safety.

Units filling requests for personnel are responsible for ensuring all performance criteria are met. Requests will be processed as "fully qualified" unless "Trainee Acceptable" is selected as an inclusion in ROSS.

If a request requires individuals to be self-sufficient for the duration of the assignment, they must be able to procure food, lodging, and transportation.

All personnel will carry photo identification cards while on assignment which match information recorded in the ROSS system to facilitate transportation arrangements when made via commercial air carriers.

Overhead resource orders for training: Classroom training, On-The-Job training (OJT), proficiency and simulations a resource order may be used for resources available locally. These resource orders will remain at the local level. EACC and NICC will not process training resource orders. It is not a national requirement to create an incident to support mobilization of casual employed personnel for agency training purposes. (ISROG, 2015)

Name requests for suppression or all-hazard incidents should be rare and are appropriate only for highly specialized positions or to meet specific agency objectives (for example, name requests between state agencies).

The ordering unit must confirm availability for the individual being requested prior to placing the request.

EACC will process all name requests for on-going incidents within the Eastern Area. If a name request is for an incident outside the Eastern Area, consideration will be given to geographic area needs before passing the order to the resources dispatch center. Example: DIVS name request for the Southwest geographic area comes in during high incident activity in the Eastern Area. The request may be denied if the Eastern Area is in high need of DIVS.

Once a name request is passed to a local dispatch center, it is the decision of the local center manager, in consultation with the agency administrator, to process the name request. All name requests not filled by the sending unit will be returned to the requesting unit by EACC as Unable to Fill. A new request order number must be generated by the requesting unit if the position is still needed.

The following types of name requests will be processed without delay:

- Severity requests
- Requests charged to budgeted/programmed non-suppression funds
- Geographic Area Priority Trainee positions when special needs justification reads as being approved by the Geographic Area Priority Training Coordinator

Name requests for resources from outside of the Eastern Area being brought into the Eastern Area for agency specific projects must have a justification entered into ROSS Special Needs and/or Documentation.

CELL PHONES, LAPTOPS, RADIOS, AND MISCELLANEOUS EQUIPMENT

Per the Interagency Incident Business Management Handbook (IIBMH), if the requesting incident has identified on the resource order that electronic devices such as cell phones, laptop computers, radios, GPS units, etc. are required to accompany the ordered resource, the sending unit will assist the resource with obtaining government owned equipment prior to dispatch. If the sending unit is unable to provide government owned equipment, the resource's home dispatch center should contact the incident prior to mobilization so that the incident may secure this equipment prior to the resource's arrival.

Per the IIBMH, the resource's home unit or dispatch center, agencies, incident management teams or incident support units should not establish Emergency Equipment Rental Agreements (EERA) or other federal contracts for personal computers, laptops, cellular phones, electronic tablets, cameras, or global positioning systems (GPS) as the incident should provide these items.

INTERAGENCY WILDLAND FIRE MODULES (NMG, Ch. 20)

The primary mission of a Wildland Fire Module (WFM) is to provide an innovative, safe, highly mobile, logistically independent, and versatile fire module for wildland fire management and incident operations.

WFMs are highly skilled and versatile fire crews with a primary commitment to maintain fire's role as a natural ecological process. They provide technical and ecological based expertise in the areas of long term planning, ignitions, holding, and suppression, prescribed fire preparation and implementation support, hazard fuels reduction, and fire effects monitoring.

Orders for Interagency Wildland Fire Modules will be placed through established ordering channels in ROSS using an Overhead Group Request; Module, Wildland Fire, Type 1 (WFM1) or Type 2 (WFM2) configured according to PMS 430 Interagency Standards for Wildfire Module Operations.

For minimum module standards for national mobilization, see Interagency Standards for Fire and Aviation Operations, Chapter 13, Firefighter Training and Qualifications, Wildland Fire Modules at: <https://www.nifc.gov/PUBLICATIONS/redbook/2016/Chapter13.pdf> or PMS 430 Interagency Standards for Wildland Fire Module Operations – Chapter 7 at: <https://www.nwcg.gov/publications/430>. As an interagency resource, the Wildland Fire Modules are available nationally throughout the fire season. Standard WFM configuration includes; one (1) module leader and six (6) to nine (9) module crewmembers.

If requested, WFMs can be configured and mobilized with less than the standard WFM configuration, but only after agreement between the requesting and sending units. Any negotiated configurations must be identified within the original request.

The Eastern Area has one Type 1 Wildland Fire Module, which is hosted by the Huron-Manistee National Forest, MI-HMF.

WILDLAND FIRE MODULE MOBILIZATION (NMG, Ch. 20)

Geographic Areas will mobilize local Interagency Wildland Fire Modules internally. There are local unit agreements to share Wildland Fire Modules between bordering units in different Geographic Areas.

The Wildland Fire Module Leader will contact the ordering unit to discuss incident/project requirements.

SMOKEJUMPERS (NMG, Ch. 20)

<https://www.nifc.gov/smokejumper/smjrpt.php>

PILOTS – LEAD PLANE, AERIAL SUPERVISION MODULE AND SMOKEJUMPER (NMG, Ch. 20)

https://www.nifc.gov/nicc/logistics/aviation/Lead_Planes.pdf

HELICOPTER MODULE (NMG, Ch. 20)

Call-When-Needed (CWN) helicopters will be managed by a qualified Helicopter Manager (HMGB) and qualified helicopter crew members (HECM); when combined they function as a helicopter module.

| Helicopter Type | FAA Standard/Transport Category | FAA Standard Category Temporarily Designated for Limited Use | FAA Standard Category Permanently Designated for Limited Use or FAA Restricted Category |
|--|---|--|---|
| 1 | Manager plus Four (4) Helicopter Crewmembers | Manager Only | Manager Only |
| 2 | Manager plus Three (3) Helicopter Crewmembers | Manager Only | Manager Only |
| 3 | Manager plus Two (2) Helicopter Crewmembers | Manager Only | Manager Only |
| CWN Helicopter and Module must meet up away from Incident(s) or Fire Operations. The minimum required staffing levels must be filled with fully qualified personnel. Trainees may be ordered in addition to the standard module configuration. | | | |

Units requesting helicopter modules for Call-When-Needed helicopters will do so using an Overhead (O) support request for each position. Helicopter module requests should be coordinated with anticipated helicopter delivery time and location. Ordering a helicopter module for a CWN helicopter is not automatic. Ordering units should attempt to fill helicopter module positions internally first.

If the intended use is for initial attack, the HMGB request must specify that a fitness level or arduous is required. Any other qualification requirements (ICT4, etc.) must also be specified. If helicopter personnel/modules are required to arrive with special needed items (flight helmets, radios, etc.), it must be specified at the time of request.

HELICOPTER RAPPELLERS (NMG, Ch. 20)**NON-STANDARD OVERHEAD GROUPS** (NMG, Ch. 20)

The generic overhead catalog items “module, fuels” or “module, suppression” will be used to order non-standard overhead groups. All requests for these catalog items will be placed through established ordering channels using an Overhead Group Request. Length of assignment rules apply to all non-standard overhead groups.

When ordered as a non-standard overhead group, “module, fuels” or “module, suppression,” individuals requested must reside within one geographic area. At the discretion of the sending Geographic Area center manager, modules may be comprised of individuals from multiple host units within the Geographic Area.

Units may name request individual overhead positions from various geographic areas following standard ordering procedures for overhead requests and upon arrival, create modules locally based on mobilization needs and priorities.

SUPPRESSION MODULES

There are no national interagency standards for Suppression Modules. This allows maximum flexibility for the requesting unit.

The standard Suppression Module configuration in ROSS is 1 CRWB, 2 FFT1's and 7 FFT2's. If requested, suppression modules can be configured and mobilized with less than the standard configuration, but only after agreement between the requesting and sending units. Any negotiated configurations must be identified within the original request.

BLM Fire Suppression Module Minimum Standards can be found in the 2018 Interagency Standards for Fire and Fire Aviation Operations, Chapter 2.

FALLER MODULES

The Eastern Area Coordination Group (EACG) has approved standards for faller modules ordered for all-hazard incidents with the Eastern Area. The EACG All-Hazard Faller Module Standards are posted on the EACC website under All Hazard Response:

[https://gacc.nifc.gov/eacc/eacg/documents/EA%20Falling%20\(Sawyer\)%20Modules_02-13-2018.pdf](https://gacc.nifc.gov/eacc/eacg/documents/EA%20Falling%20(Sawyer)%20Modules_02-13-2018.pdf)

There are no national interagency standards for Faller Modules. This allows maximum flexibility for the requesting unit. Faller Modules are usually contract professional loggers organized into two 2-person modules consisting of one to two sawyers and come fully equipped. Some Faller Modules may consist of agency personnel with FALC qualifications.

Northern Rockies, Northwest and Northern California Coordination Center status contract Faller Modules. Faller Modules will be mobilized in ROSS using an Overhead Group Request (Module, Faller).

COMMUNICATIONS COORDINATOR (COMC) (NMG, Ch. 20)

A Communications Coordinator must be assigned when a second 4390 Starter System is assigned to any incident within a one hundred (100) mile radius of the first assigned 4390 Starter System. The Communications Coordinator should be requested as a name requested position. Eastern Area will coordinate filling the request with the National Incident Radio Support Cache (NIRSC) in Boise, ID by calling the National Communications Duty Officer (CDO) at 208-387- 5644. Rental vehicle, lap top computer and cellular phone should be authorized when placing the request.

It is important that this position be ordered as early as possible to alleviate the possibility of frequency conflicts during multi-incident situations.

FLIGHT MANAGER (NMG, Ch. 20)

INCIDENT METEOROLOGIST (IMET) (NMG, Ch. 20)

Whenever a Geographic Area mobilizes a Type 1 Interagency Incident Management Team, the Geographic Area will provide an IMET who will be assigned to the incident. Certain situations could develop where an IMET is not needed for each incident, such as when two (2) or more incidents are in close proximity to each other. In these cases, one (1) or more IMETs could be shared by the incidents.

When an IMET is needed for an incident, the request will be placed up to Eastern Area. Eastern Area will contact the NWS National Fire Weather Operations Coordinator (NFWOC) (Larry Van Bussum, or acting) by calling the NWS Incident Response Desk at 877-323-IMET (4638).

The NFWOC will then identify the name and location of the available IMET to fill the ordering incidents IMET request. If the available IMET is located within the Geographic Area where the incident is located, the IMET will be ordered by name request and internally mobilized using established procedures. If the available IMET is located in another Geographic Area, the IMET request will be placed to the National Interagency Coordination Center (NICC) as a name request using established procedures. NICC will place the IMET request to the appropriate Geographic Area to be filled.

When the NWS cannot provide transportation, the sending dispatch office is responsible for arranging and providing mobilization needed for the IMET and any required equipment to the incident. The incident or incidents host agency is responsible for arranging and providing demobilization needed for the release of the IMET and required equipment back to the home unit.

The IMET is a single resource covered under a reimbursable agreement between the Wildland Fire Agencies and the Department of Commerce, NOAA-NWS. Standard NWS equipment that is essential to on-site meteorological support is mobilized with each IMET, no additional resource order requests are necessary. Standard NWS equipment does not require additional ordering by the incident. Basic standard NWS equipment includes:

- Laptop computer
- Printer
- Mobile satellite setup and setup tools
- Cellular telephone
- Agency or rental vehicle appropriate for off-pavement use
- Miscellaneous office supply

Reimbursement of costs associated with utilization of Standard NWS equipment such as cell phone usage charges, satellite communication charges, and four-wheel drive SUV, pickup or similar rental vehicle to travel to incident locations with their equipment (including remote locations) is authorized under section V., part B item 4 of the Interagency Agreement for Meteorological and Other Technical Services. Damages, failure, and daily wear incurred to standard equipment during an assignment are also eligible for reimbursement.

CACHE SUPPORT POSITIONS (NMG, Ch. 20)

HUMAN RESOURCE SPECIALIST (HRSP)

HRSP should be considered for all Type 1 or Type 2 incidents. For incidents on USFS lands or jurisdiction, a HRSP is required if the incident has more than 300 people. ICs should evaluate the need for this position on incidents with less than 300 people and order as needed.

INCIDENT BUSINESS ADVISOR (IBA)

The Incident Business Advisor serves as liaison and advisor to the Agency Administrator (AA), working directly for the AA or their delegate. The IBA is recognized as an interagency position and serves as a “bridge” to the AA, the IMT, and other incident support functions. This bridge provides a communication flow to assigned resources with the focus being successful incident business management practices. The IBA will facilitate the unit’s ability to implement sound incident business practices such as cost effectiveness and adequate financial documentation.

UNION REPRESENTATIVES

When a staffing level of 300 individuals on a Forest Service incident or 300 Forest Service employees on other than a Forest Service incident is reached and a command post has been established, the Council Vice President (CVP) or designee will be notified. Notification to the Union will be within 24 hours after staffing reaches 300. That notification will inform the CVP or

designee of the location of the incident and the name of the Incident Commander. The IC will be notified of the name and contact information of the CVP or designee.

If no representative(s) is dispatched to the incident, the CVP's or designee's name and contact information will be conspicuously posted at the incident command post. If the need arises for an employee to contact the CVP, facilities will be made available to make this contact.

Refer to Article 28 of the Master Agreement between FS and NFFE for additional information.

<http://www.nffe-fsc.org/ma/downloads/2016-usfs-nffe-master-agreement-final.pdf>

INTERAGENCY RESOURCE REPRESENTATIVE (IARR)

The IARR reports to the EACC Center Manager and is responsible for supporting all Eastern Area resources within reasonable proximity to their assigned location. An IARR will be ordered when a minimum of three (3) crews are committed within a geographic area. EACC will provide the name and contact information for IARR's to the GACCs where they are assigned.

Interagency Resource Representative (IARR) Duties and Responsibilities

The Interagency Resource Representative (IARR) may be assigned to an incident, a complex or a geographic area to serve as representative for assigned crews, overhead, and equipment. The main responsibility of Eastern Area IARRs is to represent the Eastern Area regarding the care and welfare of Area resources.

The IARR must be self-sufficient.

The IARR must be highly skilled in interagency incident business management, incident management procedures, accident reporting, commissary, government travel, medical care procedures, mobilization, demobilization, and personnel management in incident situations. The IARR is expected to possess knowledge of policies as they relate to each agency represented by the Eastern Area. When working with the Incident Management Team (IMT), the IARR will normally coordinate with the Planning Section Chief (PSC1 or PSC2), Finance Section Chief (FSC1 or FSC2), Expanded Dispatch Crew Desk, Expanded Dispatch Coordinator, and host GACC.

For duties, responsibilities and additional information regarding the IARR position refer to the Eastern Area IARR Operations Guide posted on the EACC website, Crews -

<https://gacc.nifc.gov/eacc/logistics/crews/documents/Eastern%20Area%20IARR%20Guide%202016.pdf>

Interagency Resource Representative (IARR) Reporting Requirements

The EACC produces a daily Crew Report which is posted to the EACC web page. This report highlights resource activity, assignments and status of resources committed to incidents within or outside the area. Upon initial assignment, the IARRs will establish contact with the EACC Intel Coordinator and Center Manager. As activity warrants, it is recommended for IARRs to contact the EACC Intel Coordinator at a minimum of one phone call daily to relay crew,

overhead and equipment information. If the Intel Coordinator is not available, contact the Center Manager.

If a telephone is not accessible, reports will be accepted by email or fax but must be followed up by a phone call when one is available. This must be approved by the EACC Intel Coordinator or Center Manager if the Intel Coordinator is unavailable.

EACC phone: 414-944-3811 (24 hours/day)

Predictive Services fax: 414-944-3839

For all after hours emergencies, contact in order listed below:

- Primary - Laura McIntyre-Kelly, Center Manager
Cell Phone: 414-530-1403
- Secondary - Brendan Neylon, Deputy Center Manager
Cell Phone: 610-742-7864

SECURITY POSITIONS

National Wildfire Coordinating Group (NWCG) federal agency law enforcement personnel meeting Technical Specialist - Security Level 1 (SEC1) and Technical Specialist - Security Level 2 (SEC2) qualifications will continue to be the first priority for assignments to fill resource requests for SEC1, SEC2, and SECM (Security Manager) positions on federal incidents. These personnel provide the broadest range of ability and authority.

- **SEC1:** Certification as Criminal Investigator or Law Enforcement Officer. Resource is authorized and equipped to carry firearms, make arrests, serve warrants, and conduct searches and seizures. They are authorized to enforce federal or state laws. AD hiring authority and procurement of private services may not be used for this position.
 - The following is a comparison of equivalent ratings among agencies. However, when actually ordering, ensure that the individual is certified at the level specified (i.e. Security Specialist 1).
 - FS: Law Enforcement Officer
 - STATE: Title varies by State
 - BLM: Ranger/Agent
 - BIA: Commissioned Officer
 - NPS: Commissioned Officer
 - FWS: Refuge Officer
- **SEC2:** Annual recertification as a FS Forest Service Protection Officer. Resource is not authorized nor equipped to carry firearms, serve warrants, or conduct searches and seizures. They have authority to enforce federal criminal laws and regulations. AD hiring authority and procurement of private services may not be used for this position.

- **SECM (Security Manager):** Security Manager is responsible for resource orders and approval of payment. This position may not exercise law enforcement authority and duties unless resource meets applicable SEC1 or SEC2 qualifications. AD hiring authority may be used for this position.
- **SECG (Security Guard):** Personnel utilized in this position shall not exercise law enforcement authorities and duties of either state or federal laws, including arrest or detention of persons, nor carry weapons or other defensive equipment. They cannot wear their agency uniform or use their agency vehicle since they have NO law enforcement authority. This non-law enforcement position can be filled by AD hiring authority and procurement of private services.

If the ROSS resource request specifies that an Agency-Owned Vehicle or a Law Enforcement vehicle is authorized to drive to the incident, all Incident Operations driving guidelines and the work/rest policy must be adhered to.

TECHNICAL SPECIALIST (THSP)

A description of the actual position requirements must be included in Special Needs when ordering Technical Specialists.

EMERGENCY WORKER (CASUAL) HIRING PROCEDURES

Unless specified “agency only”, casuals and private contractors will be accepted for wildfires and severity orders.

For positions required to be filled by agency employees, refer to the 2019 Interagency Incident Business Management Handbook (IIBMH) and current Administratively Determined (AD) Pay Plan for Emergency Workers:

https://gacc.nifc.gov/eacc/management_admin/incident_business/incident_business.htm. All other positions may be filled with a casual employee unless specified otherwise.

Each qualified position listed and approved on an individual's Incident Qualification Card requires a separate Single Resource Casual Hire Information Form. The casual needs to have a signed original or copy of the form with them when they mobilize to an incident. **If a casual employee is reassigned or field promoted during an assignment, a new Single Resource Casual Hire form is not required.**

The Passenger and Cargo Manifest Form for crews replaces the casual hire form at the time of mobilization.

The Employee Common Identifier (ECI) is a unique 10-digit number generated for each casual employee in the Federal Personnel Payroll System (FPPS system). To address Personally Identifiable Information (PII) concerns, the use of the ECI will replace the collection of Social Security Numbers (SSNs) where applicable.

Employee Common Identifier (ECI) replaces the use of Social Security Numbers (SSN) on all documents except for the I-9 and W-4, which will continue to require the use of SSNs.

Procedures on obtaining ECIs can be found on the NWCG web site at:

<https://www.nwcg.gov/sites/default/files/memos/eb-m-13-014a.pdf>.

The applicable Payment Center will be responsible for generating ECIs for new casuals.

Hiring Units will be responsible for obtaining ECIs from the Payment Center and relaying ECI information to the casual employee, appropriate entities, inputting on the appropriate documents, etc.

Casual employees will be responsible for maintaining and providing their ECIs for e-ISuite input and for use on OF-288s.

An Employment Eligibility Verification Form, I-9, must be completed by the hiring official and casual employee at the employing location every three years. Direct Deposit Form, FS-1199a, and Federal W-4 and a State Tax withholding forms must be provided to the casual. Federal and state income taxes will be withheld from the casual's earnings. Casuals must be provided the opportunity to complete appropriate federal and state income tax withholding forms at the time of hire to ensure the correct amount of tax is withheld.

For US Forest Service Casuals: The Hiring Official submits all hiring forms to the Albuquerque Service Center (ASC) either electronically or by fax. To avoid delays in pay processing, forms should be completed and submitted during the pre-season refresher, pack test, etc. Re-submit forms if information on file has changed.

FS Casual Pay Center

Albuquerque Service Center

Incident Finance – Casual Pay

101 B Sun Avenue NE

Albuquerque, New Mexico 87109 – 4473

Phone: 877-372-7248 (Option #1)

Fax: 866-816-9532

Email: asc_ipc@fs.fed.us

For DOI Casuals: Federal W-4, State Tax form (if applicable), Tribal Exemption form (if applicable), Direct Deposit Form or EFT Waiver are sent to the DOI Casual Payment Center. I-9s, Crew Time Reports, Incident Behavior Forms, and Single Resource Casual Hire Forms are retained at the hiring unit.

DOI Casual Pay Center

National Interagency Fire Center

Casual Payment Center MS 270

3833 S. Development Ave

Boise ID 83705

Phone: 877-471-2262 Fax: (208) 433-6405

EMERGENCY WORKER ACCIDENT REPORTING

When a Forest Service sponsored casual employee sustains a reportable injury or illness, a CA-1/CA-2 must be completed through eSafety and faxed to ASC in order for an OWCP case number to be assigned. The injured casual employee's incident supervisor or IARR must ensure that the CA-1/CA-2 is completed in eSafety and transmitted to the hiring official at the hiring unit.

TRAVEL INFORMATION

When assigning overhead, travel arrangements should meet the date/time needed as requested on the resource order as closely as possible. If any travel delays are experienced, resource will notify the incident dispatch of the delay as soon as possible.

Eastern Area resources dispatched to incidents are normally expected to fly commercially. Exceptions to this will be documented as being fiscally efficient and safe, authorized by the incident, and relayed through official dispatch channels.

Rental cars for assignments must be authorized on the original request.

For federal resources, travel reservations should be made through the government contracted travel agency. State resources should use their agency's travel reservation procedures.

To manage fatigue, every effort should be made to avoid off unit mobilization and demobilization travel (excluding IA response) between 2200 hours and 0500 hours local time.

Use/Cost Comparison Requirements for Privately Owned Vehicle (POV) and Rental Vehicle

The Federal Travel Regulation (FTR) guidance for all federal agencies is as follows:

- Travelers are now require to do a cost comparison between a privately owned vehicle (POV) and a rental vehicle for use during temporary duty (TDY), FTR 301-10.309-301-10.3
- Travelers who are authorized to use a rental vehicle for TDY must use the least expensive compact car available unless an exception is approved, FTR 301-10.450
- Travelers cannot be reimbursed for purchasing pre-paid refueling options for rental vehicles, FTR 301-70.102

ROSS resource requests stating POV authorized in documentation or special needs indicate that the receiving unit has approved; however, the sending unit/resource has the ultimate responsibility in determining the method of travel that is least cost to the government. If a POV has been determined to be the least costly and is authorized, sending dispatch offices must indicate that a cost comparison was done and is on file. If POV is authorized and determined to be least cost to the government, the resource may still elect to travel via other means in accordance with a cost benefit analysis, such as rental car, government vehicle, etc. A helpful Cost Benefit Analysis Tool can be found below:

https://gacc.nifc.gov/swcc/dispatch_logistics/dispatch/forms/POV-Rental_Cost_Comparison_PoUp.htm

NATIONAL INCIDENT MANAGEMENT TEAMS (NMG, Ch. 20)

Teams will be ordered by type using an Overhead Group request in ROSS.

INTERAGENCY INCIDENT MANAGEMENT TEAMS (IMTs) (NMG, Ch. 20)

The Eastern Area Coordinating group (EACG) hosts the Eastern Area (EA) Type 2 Incident Management Team (IMT). The team will be ordered through the Resource Ordering and Status System (ROSS) using an Overhead group request and filled with a roster. Team members are assigned to the team and will not accept miscellaneous overhead assignments (freelance), unless pre-approved by the Incident Commander (IC). The IC will not be permitted to freelance during team availability periods.

The Eastern Area Coordination Center (EACC) is responsible for coordination of the EA Type 2 IMT. EACC will serve as the primary contact for the NICC for the on-call status of the EA Type 2 IMT. The EA Type 2 IMT's Operating Plan will be updated annually and available through the Eastern Area Operations Working Team (EA OWT). EACC will retain a current copy of the team's current Operating Plan and post it to the EACC website.

Availability Dates: March 1 through November 30th.

TYPE 1 IMTs (NMG, Ch. 20)

IMT CONFIGURATION (NMG, Ch. 20)

IMTs ordered through NICC will be requested as either a long or a short team configuration. Any variation from the standard configuration is at the discretion of the requesting unit. The Deputy Incident Commander position is not mandatory. The Incident Commander positions on IMTs may only be filled by current agency employees. It is recommended that the following positions also be filled by current agency employees: Finance/Admin. Section Chief Type 1 or 2, Procurement Unit Leader, Comp/Claims Unit Leader, and Compensation-for-Injury Specialist. IMT configuration can be found at the following link:

https://www.nifc.gov/nicc/logistics/teams/imt_configuration.pdf

In addition to the 20 positions identified on the short team configuration, a maximum of six (6) IMT trainee positions will be mobilized with the team. In addition to the 44 positions identified in the long team configuration, a maximum of 14 trainee positions will be mobilized with the team. Long team configuration trainee positions include six (6) IMT trainee positions and eight (8) GACC priority trainees. Unless notified otherwise, trainees for both short and long team configurations will be mobilized for incidents on Federal lands.

TYPE 1 IMT ROTATION PROCESS (NMG, Ch. 20)

OUT OF GACC TEAM APPLICATIONS

Eastern Area resources must apply to the EA IMT's before they will be approved for other Geographic Area teams, especially in critical shortage areas such as finance, logistics and aviation. Under guidance from the National Multi-Agency Coordinating Group (NMAC), notification of all out-of-EA IMT applications must be sent to the attention of the EACC at: wieacc@fs.fed.us. EACC will consolidate the list of EA applicants applying for out of EA IMT positions and forward to the EA Operations Working Team (EA OWT) for review and concurrence. After concurrence from the EA OWT, EACC will forward the list of applicants to the appropriate GACC. For applicants that do not receive concurrence the EA OWT chair will contact the respective EACG representative for the individual in order for the agency to work to resolve the situation. The out of area IMTs will notify the candidate upon application acceptance.

EA TYPE 2 IMT GENERAL OPERATING GUIDELINES

Purpose and General Operating Guidelines

The mission of the Incident Management Teams (IMTs) in the Eastern Area is to provide Agency Administrators with organized, highly skilled and qualified personnel to implement land management based objectives on incidents, especially wildfires. All risk incidents will be supported as appropriate. Firefighter and public safety will be the first priority.

Eastern Area IMTs work for Agency Administrators as outlined in their delegation of authority. EA IMTs will apply the guidelines given in the current Interagency Standards for Fire and Fire Aviation Operations (Redbook) to ensure safe and effective management strategies and tactics.

Eastern Area Coordinating Group members or delegated representatives reserve the authority to attend in-briefs and closeouts as part of their authority and responsibility for managing the IMTs in the EA.

At the conclusion of each assignment, Incident Commanders will request written team evaluations from the agency administrator or Area Commander. A copy of the evaluation will be provided to the EA Operations Working Team Chair and the EA Team Coordinator upon return. EACC will be responsible for maintaining current and historical team records.

Team Oversight

The EA OWT provides oversight and management for the EA Type 2 IMTs. Monitoring and evaluation of the teams will be completed by EACC, EA OWT, and EACG. The jurisdictional agency(s) will be responsible for initiating, monitoring, and evaluating team performance on specific incidents.

Upon completion of all assignments, the IC will provide the following records to:

EA Team Coordinator:

- Team evaluations by Agency Administrator or Area Commander.

EA Training Working Team:

- Summary status of assigned trainees.

EA OWT Chair:

- Team evaluations by Agency Administrator or Area Commander.
- Performance evaluations for team members that were rated exceptional or deficient in the performance of their position duties.

The EA Team Coordinator will keep copies of the records for EACC and the EA OWT Chair will provide copies of the documents and required reports to EACG, as needed.

The IC will immediately address and document all position performance problems in conjunction with the appropriate Section Chief or incident work supervisor on the incident (Unit Leader, Division Supervisor, etc.). Issues related to the responsibility of the Human Resource Specialist will be referred to this position for resolution assistance. Copies of all deficient or needs improvement individual performance ratings will be provided to the EA OWT Chair upon return from each assignment. The IC/OWT/EACG will review the performance evaluation and take corrective action as it relates to IMT membership, as necessary, prior to the next IMT assignment.

Incidents involving employee conduct or ethics violations will be referred immediately to the employee's local agency administrator by the IC. The IC will notify the EACG agency representative to advise him/her that the issue has been directed to the employee's agency administrator. In addition, the IC will notify the EACC Center Manager about team performance issues.

Team Member Qualifications, Recruitment and Selection

Eastern Area Interagency Incident Management Teams are managed by the Eastern Area Coordinating Group. Nominations to Eastern Area Incident Management Teams are received annually, and memberships to the teams are approved by the individual's supervisor, Incident

Commanders, and the Eastern Area Operations Working Team. Membership to the IMTs will be according to the following priorities:

1. Agency employees (includes Federal, State, tribal employees) within the Eastern Geographic Area.
2. Agency employees from outside the Eastern Area.
3. Eastern Area Federal/State ADs.
4. Out of Area ADs.

No primary member of an Eastern Area Type 2 Team will be on more than one IMT.

Team recruitment notices will be issued annually by the EACG Chair. The EACG and EA OWT members, as well as the EA Team Coordinator, will be responsible for dissemination of team recruitment information within their respective agencies. The recruitment notice will be posted on the EACC webpage.

Length of commitment for team positions, other than Incident Commander, will be one year.

Length of commitment for Command and General Staff (C&G) positions will be one year. After the 1 year commitment, C&G members may reapply and be selected for an additional three (3) year term.

Candidates available for team selection will gain approval for participation from their supervisor, to include term of commitment period based upon position being sought.

The Operations Working Team will solicit applications for the Eastern Area IMT Incident Commanders and Deputy Incident Commanders as vacancies occur, and at the beginning of a new three year commitment cycle. In addition to the current selection process, the EACG may utilize interviews at the request of an EACG member for Incident Commanders.

Command and General Staff selections will be made at the recommendation of the EA OWT. Long team selections will be at the recommendation of the C&GS, in concurrence with the EA OWT.

EACG will approve or disapprove final recommendations for all vacancies.

If an IMT member cannot complete their period of team commitment, they will notify their respective agency EA OWT representative following notification to the IC. An evaluation of potential job sharing or replacement will be conducted between the IC, and the EA OWT chair.

If vacancies develop outside the recruitment period, the IC will work with the EA OWT Chair to prepare and disseminate a notice of recruitment.

Recruitment and Selection Timetable

09/01 – Recruit for all regular rostered positions.
 10/15 – Applications close for all rostered positions.
 11/01 – Recommendations for C&GS members to EACG from the EA OWT.
 11/15 – EA OWT recommendations for all positions to EACG.
 12/01 – Notification of selection for EA IMT members.
 02/20 – IC or designee will submit the team selection list to the EA Team Coordinator. ICs or their designees (usually RESL or PSC2) will build initial team rosters in ROSS.
 03/06 – IMT becomes available for team rotation.

EA Type 2 IMT Rotation and Assignment

The 2019 EA Type 2 IMTs will be on full rotation from March 6th through November 12th. The rotation will apply to assignments within the Eastern Area as well as out-of-area assignments.

The two week call-up period will begin at 0100 hours (Central Time) on Wednesday and continue through 2400 hours (Central Time) on the following second Tuesday.

EA Type 2 IMT 2019 Rotation Schedule

| <i>Goldman</i> | <i>Pisarek</i> |
|--|--|
| <i>March 6 – March 19</i> | <i>March 20 – April 2</i> |
| <i>April 3 – April 16</i> | <i>April 17 – April 30</i> |
| <i>May 1 – May 14</i> | <i>May 15 – May 28</i> |
| <i>May 29 – June 11</i> | <i>June 12 – June 25</i> |
| <i>June 26 – July 9</i> | <i>July 10 – July 23</i> |
| <i>July 24 – August 6</i> | <i>August 7 – August 20</i> |
| <i>August 21 – September 3</i> | <i>September 4 – September 17</i> |
| <i>September 18 – October 1</i> | <i>October 2 – October 15</i> |
| <i>October 16 – October 29</i> | <i>October 30 – November 12</i> |

**The EACG reserves the right to modify the rotation, start-up dates and/or stand-down dates in order to best meet the needs of the EA and the resource.*

When a request for a Type 2 IMT is received during the core fire season in the East and the team in rotation is mobilized the next team up in rotation will be organized and made available, if possible, and placed in “On Call” status. When a Type 2 IMT request is received outside the core Eastern season and the team in rotation is mobilized the next up time will be organized and made available, if possible, but will not be placed “On Call”.

If major imbalances in assignments for any IMT develop, the rotation may be modified by EACC and EACG. The rotations are meant as a guide, but the goals of team member skill development, spreading mobilization widely across the geographic area, drawdown of resources, and work/rest all may need to be considered. Changes will be after discussion with involved parties.

EA Type 2 IMT availability during the off-season will be negotiated and mutually agreed upon between the IC and EACG.

EA IMTs will normally be provided 48 hours off between assignments or such time as required to adhere to work/rest guidelines. ICs may make their team unavailable for longer than the standard two days off following an assignment during busy seasons, after a particularly rigorous assignment, or for other reasons. This must be coordinated with the EACG/EACC, so that the Eastern Area may maintain sufficient availability and contingency resources.

Tracking and Mobilization of IMTs

EACC will coordinate the mobilization of the IMTs for the Eastern Area.

Step 1: Roster Creation

- The IC or designee will confirm IMT member availability and job share positions.
- The IC or designee, in coordination with Section Chiefs, will fill vacancies with identified substitutions.
- The IC or designee, will make direct calls to individuals to fill vacancies. Assistance in filling vacancies is also available from local dispatch centers, EACC and the EA GATR.
- Incident Commanders will ensure team rosters are complete when their IMT is up on rotation. Completing the rosters when the IMT receives an order is not acceptable.
- The ICs and the EACC Center Manager will determine if team rosters meet minimum requirements for mobilization.
- EACC will place requests for team vacancies with Eastern Area dispatch centers prior to placing them up to NICC.

Step 2: Getting an Order

Notification to EACC of potential Order

- EACC notifies IC, GATR and Dispatch Centers/Center Managers of potential IMT order. The ICs and Dispatch Centers/Center Managers MAY implement internal "Phone Trees" and contacts based on "Potential Order".

- The IC emphasizes that order is “potential” and no action is taken until “official” order is received.
- NO mobilization actions occur. No phone calls to Dispatch Centers by IMT members should occur.
- The IC or team designee needs to ensure that the roster is final in order for EACC to fill the ROSS order.

Official Order received by EACC

- EACC will notify the IC of a placed order for IMT.
- EACC will make notification to the IMT via ‘One Call Now’.
- The IC will contact the host agency official and coordinate a reasonable needed date and time and agree upon mode of travel, report to location (in brief), and authorizations: Rental, POV, AOV, laptop, cellphone, etc.
- The IC or the host dispatch center will advise EACC what has been authorized and approved and the name and contact information for the hosting Agency Administrator.
- EACC will fill the pending ROSS overhead team resource order with the final approved team roster. The subordinate requests will be pushed to the IMT resource’s dispatch centers to be filled.
- Once the IMT has been in-briefed and the hosting dispatch center is ready, EACC will set the ROSS team overhead request as completed so team resource order ownership will be shifted to the hosting dispatch center.

Step 3: Team Travel

- All travel will be done in close coordination with team members home Dispatch Centers. Team members will notify their home Dispatch Centers of their travel plans prior to departing if their dispatch has not played a role in making travel arrangements for them. This includes vehicle IDs, ETD, ETA, RON locations. While en route to incidents, team members will maintain contact, as necessary, with home dispatch centers to confirm request numbers and/or relay updated information or changes.
- Work/rest ratios will be followed by individual team members and will be documented in the teams SOPs.
- Team C&G may commence travel before an official order is received at EACC, per approval by the IC. Non C&G team members require verbal approval from the IC to travel before receipt of an official order.

- Receiving unit is responsible for the return travel.

Team Configuration

Incident Management Teams may be requested as either a long or a short team configuration. Any variation from the standard configuration is at the discretion of the requesting unit in advance of mobilization. The Deputy Incident Commander position is not mandatory. The Incident Commander position on Interagency Incident Management Teams may only be filled by current agency employees. It is recommended that the following positions also be filled by current agency employees: Finance Section Chief Type 1 or 2, Procurement Unit Leader, Comp/Claims Unit Leader, and Compensation-for-Injury Specialist.

If a short team is mobilized, the remaining long team members will be kept on call for a period of 24 hours. After 24 hours, these members will be made available for single resource assignments with IC approval.

IMT Trainees

When an IMT is in place in the Eastern Area, every effort will be made to utilize trainees from the EA Priority Trainee (PT) list.

The National Standard long team configuration identifies 44 positions of which IMTs may have a maximum of eleven (11) discretionary positions to be identified by the Incident Commander. The team may bring an additional six (6) IMT trainee positions and eight (8) GACC Priority Trainees. When an IMT is mobilizing to an incident outside of their GACC, the GATR from the hosting GACC will work with the sending GATR to identify the 8 Geographic Area priority trainees that will be assigned to the IMT to achieve immediate IMT needs, provide valuable trainee opportunities and to support IMT succession planning.

With the approval of the IC and their Section Chief, IMT pool trainees are available for miscellaneous overhead assignments that provide equivalent experience at the specified trainee level.

Trainees are not permanent team members. Upon fulfilling the on-the-job requirements of their positions, an assignment trainee has completed their time with the team and a new trainee will be assigned. The newly qualified individual may be assigned to an existing IMT vacancy for the remainder of that season and will be required to apply for that position for the subsequent season.

Documentation of all trainee/mentored assignments will be completed prior to incident demobilization and will include Position Task Books and a formal performance rating. The IC is responsible for assuring that all performance is documented and copies of all pertinent information is forwarded to the employee's home unit.

Substitutions

The EA Type 2 IMTs will be considered ineligible for assignments if none of the ICs are available or if two or more Command and General Staff positions cannot be filled. Command and General Staff includes ICT2, SOF2, PIO2, two OSC2, PSC2, LSC2, and FSC2.

Substitution of IMT members during assigned availability periods will be made by the IC or designee. Generally, substitutes will be assigned for the entire remaining callout period.

Job Sharing

Job sharing of primary team positions has been adopted by EA to facilitate individual work commitments while maintaining team availability and continuity.

Job sharing will be identified on the individual's application and will be considered by the EA OWT in the normal team selection process.

Job share individuals will be identified as such on the team master roster.

Incident Commander Input to Eastern Area Coordination Group

The ICs are encouraged to attend and participate in all EACG and EA OWT meetings and regularly scheduled conference calls.

Availability

C&G are responsible for maintaining close communications with their local dispatch centers during team availability periods.

All team members must regularly update and maintain their availability in ROSS with their local dispatch centers. Members must maintain the status of "available local".

The IC will review any primary individual who is unavailable for more than two on call rotation periods that have not been approved in advance by the IC. Recommendations resulting from these reviews will be forwarded to the EA OWT Chair.

Primary team members are expected to monitor their EA Type 2 IMT on call schedule.

Notification of any unavailability during on call periods must be made as far in advance as possible to Section Chiefs or designees. EA Type 2 IMT members will make unavailability notification, via electronic mail or phone call to their local Dispatch Center and their Section Chief prior to the next on call period. Unavailability notification must include their name, unavailability dates, and the reason for unavailability.

Pre-Orders

IMT pre-orders will be posted to the EACC web page.

NIMO INCIDENT MANAGEMENT TEAM TYPE OF ASSIGNMENTS (NMG, Ch. 20)**NATIONAL AREA COMMAND TEAM** (NMG Ch. 20)**NATIONAL AREA COMMAND TEAM CONFIGURATION** (NMG, Ch. 20)**NATIONAL AREA COMMAND TEAM ROTATION PROCESS** (NMG, Ch. 20)

The National Area Command Team Rotation is maintained throughout the calendar year. The current rotation schedule and assignments can be found at the following website:

https://www.nifc.gov/nicc/logistics/teams/area_rotate.pdf.

INCIDENT SUPPORT TEAMS (NMG, Ch. 20)

Incident support teams will be ordered using an Overhead Group request in ROSS, with the exception of Aviation Safety Assistance Teams.

Overhead requests for specialized team member of nonstandard teams, such as After Action Review teams, will be placed as Technical Specialist (THSP).

NATIONAL INTERAGENCY BUYING TEAMS (BUYT) (NMG, Ch. 20)**EASTERN AREA BUYING TEAMS**

The Eastern Area has two National Interagency Buying Teams. EACC is responsible for management of the team rosters.

EACC leaders (BUYLs) for 2019 are:

- Carol Northrop, PA-ALF, WV-CAC
- Karie Linn, WI-CNF, WI-WIC

BUYT CONFIGURATION (NMG, Ch. 20)

National Interagency BUYTs are comprised of a leader and six team members. One of the six members may be assigned as an assistant or deputy leader. In addition to the seven-member team, personnel from the incident host agency or alternate buying team members may be added as needed, to supplement the primary team. One (1) member of the team must be a Contracting Officer.

National Interagency BUYTs will consist of the following positions:

- Two (2) qualified procurement personnel.
- Four (4) personnel support positions.
- One (1) procurement or leader trainee.

BUYTs ROTATION PROCESS (NMG, Ch.20)

National Interagency Buying Teams will remain on call for a maximum fourteen (14) days.

At the time (clock hour and day of week) a National Interagency Buying Team from the National Interagency Buying Team Rotation list is mobilized, the next eligible National Interagency Buying Team in rotation will be notified and will remain in call status for the next fourteen (14) day period. The next two (2) National Interagency Buying Teams in national rotation will also be notified of the schedule change. Geographic Areas unable to provide a National Interagency Buying Team when ordered for a national assignment will be listed as unavailable on the National Interagency Buying Team Rotation list and not be considered until the designated Geographic Area slot rotates into position again.

Geographic Areas with more than one (1) BUYT may decide which “eligible” team responds to a National call. Geographic Areas must pass if no “eligible” BUYT can meet the needed date/time of the request. BUYTs will be considered unavailable for a National assignment if more than two (2) procurement or support positions are to be filled with a substitute.

The National Interagency Multi-Agency Coordinating Group (NMAC) retains the authority to adjust the National Interagency Buying Team Rotation list when necessary to achieve team experience objectives or for other reasons.

The current National Interagency Buying Team Rotation list and team’s assignments can be found at the following website: https://www.nifc.gov/nicc/logistics/teams/buy_rotate.pdf

REVIEW, AUDIT, PROCESS TEAM (RAP) (NMG, Ch. 20)

REVIEW, AUDIT, PROCESS TEAM CONFIGURATION (NMG, Ch. 20)

NATIONAL RAP TEAM SCHEDULE PROCESS (NMG, Ch. 20)

BURNED AREA EMERGENCY RESPONSE TEAM (BAER) (NMG, Ch. 20)

DOI INTERAGENCY BURNED AREA EMERGENCY RESPONSE TEAM CONFIGURATION
(NMG, Ch. 20)

DOI BURNED AREA EMERGENCY RESPONSE TEAM MOBILIZATION PROCESS (NMG,
Ch. 20)

NATIONAL FIRE PREVENTION AND EDUCATION TEAMS (NFPET) (NMG, Ch. 20)

NFPET CONFIGURATION (NMG, Ch. 20)

The minimum mobilization will be one (1) team leader and two (2) team members, consisting of the following positions:

- PETL - Fire Prevention Education Team Leader
- PETM - Fire Prevention Education Team Member
- PIO1 - Public Information Officer Type 1 or,

- PIO2 - Public Information Officer Type 2 or,

Additional positions that can be utilized include:

- PETL (T) - Fire Prevention Education Team Leader Trainee
- PETM (T) - Fire Prevention Education Team Member Trainee
- PIOF - Public Information Officer
- PREV - Fire Prevention Technician
- INVF - Wildland Fire Investigator
- THSP - Public Affairs (agency employee only)

Actual team composition will be determined by the team leader and the ordering unit on a case-by-case basis based on the needs of the assignment.

NFPET COORDINATORS (NMG, Ch. 20)

EASTERN AREA FIRE PREVENTION EDUCATION TEAM COORDINATOR

VACANT, Eastern Area

COMMUNITY MITIGATION ASSISTANCE TEAMS (CMAT)

CMAT CONFIGURATION (NMG, Ch. 20)

FIRE AND AVIATION SAFETY TEAMS (FAST) (NMG, Ch. 20)

Wildland Fire and Aviation Safety Teams assist Agency Administrators during periods of high fire activity by assessing policy, rules, regulations, and management oversight relating to operational issues. They can also provide the following:

- Guidance to ensure fire and aviation programs are conducted safely.
- Review compliance with Occupational Safety and Health Administration (OSHA) abatement plans, reports, reviews, and evaluations.
- Review compliance with Interagency Standards for Fire and Aviation Operations.

FAST CONFIGURATION (NMG, Ch.20)

FAST MOBILIZATION PROCESS (NMG, Ch. 20)

AVIATION SAFETY AND TECHNICAL ASSISTANCE TEAM (ATSAT) (NMG, Ch. 20)

Aviation Safety and Assistance Teams enhance safe, efficient, and effective aviation operations. An ASAT provides assistance to unit and aviation managers, flight crews, and incident management teams for increasing, ongoing or declining incident aviation activity. ASATs assist

and review helicopter and/or fixed wing operations on wildland fires. During high levels of aviation activity, it is advisable to request an ASAT.

Orders for ASATs will originate at EACC. If a team cannot be filled internally, it will be placed to NICC through established ordering channels

ASATs receive an assignment briefing with management concerns and/or issues identified in a letter delegating authority, which establishes the roles and expectations of the team. The teams will provide daily feedback to the person(s) identified in the delegations of authority. Teams will conduct an exit briefing and will provide a written report prior to demobilization.

During widespread fire aviation activity throughout the Eastern Area, a centralized location for the formation, briefing, and debriefing of ASATs may be established. This shall be coordinated by EACC.

ASTAT CONFIGURATION (NMG, Ch. 20)

The following configuration, or a similar configuration based upon the needs of the ordering unit, will be used when ordering an ASAT:

- THSP - Aviation Safety Manager
- THSP - Operations Specialist (helicopter and/or fixed wing)
- THSP - Pilot Inspector
- THSP - Maintenance Inspector (optional)
- THSP - Avionics Maintenance Inspector (optional)
- ACDP - Aircraft Dispatcher (Optional)

ASTAT MOBILIZATION PROCESS (NMG, Ch. 20)

SERIOUS ACCIDENT INVESTIGATION TEAMS (SAIT) (NMG, Ch. 20)

Serious Accident Investigation Teams are mobilized to investigate serious wildland fire accidents. Serious wildland fire accidents are defined in the Interagency Standards for Fire and Fire Aviation Operations, Chapter 18. Team members ordered through established channels will be mobilized as THSPs. Requests for SAIT members mobilized through established ordering channels will be placed using individual overhead requests.

Normal SAIT Configuration is as follows:

- THSP - Team Leader
- THSP - Chief Investigator
- THSP - Advisor/Safety Manager
- THSP - Interagency Representative
- THSP - Subject Matter Expert (experienced in specialized occupation)
- PIO - Public Information Officer

CRITICAL INCIDENT STRESS MANAGEMENT TEAMS (CISM)

A critical incident is defined as “Any incident so unusually stressful and powerful that it breaks through an individual’s normal emotional defenses to cause an immediate or delayed reaction. The reaction may be emotional, cognitive, behavioral or physical. The experience may interfere with the individual’s short-term or long-term job performance or decision-making ability.”

Examples of critical incidents include but are not limited to: aviation or motor vehicle accidents resulting in critical injury or death, fire shelter deployments and burn overs, suicide of a co-worker, line-of-duty death of a coworker, body recovery work, any incident causing fear or anticipation of death, or any traumatic event resulting in massive media coverage.

Critical Incident Stress Management (CISM) is a positive and supportive definitive discussion of the events that took place. The aim of the meeting is to help employees’ process emotionally difficult events in order to prevent post-traumatic stress disorder and to return them to a healthy work state as quickly as possible. CISM is not group therapy, nor a critique of the incident.

CISM activation provides an organized approach to the management of stress responses for personnel having been exposed to a traumatic event in the line of duty. These procedures do not prevent an employee from seeking individual consultation through their agency’s Employee Assistance Program (EAP).

CISM personnel and teams are usually provided internally or through locally contracted services. Ideally, the session should take place 24 - 72 hours after the event.

CISM support personnel are ordered as THSP.

Expect a 48 hour response time for teams coming from outside of the geographic area.

The costs for CISM services in fire operations are to be charged to the fire’s cost code. Non-fire incidents will be charged to a code provided by the responsible Agency Administrator.